

INDIANA DEPARTMENT
OF CORRECTION

DIVISION OF YOUTH SERVICES



STUDENT HANDBOOK

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DIVISION OF YOUTH SERVICES

The Vision

To positively impact the future of Indiana's delinquent youth to foster responsible citizenship.

The Mission

To focus on community protection, accountability, beliefs that foster responsible community living and competency development.

CORE BELIEFS AND GUIDING PRINCIPLES

- **Safe Environment/Protection from Harm:** Above all else, we will work collectively to ensure for the safety of all youth, employees and volunteers to foster growth and development in a safe and secure environment.
- **Do No Harm:** Services are provided in the least restrictive setting in a manner that does not cause harm or injustice.
- **Hope:** Services are provided to the youth in our care in a manner intended to instill hope. We believe that hope is critical in the positive development of youth.
- **Accountability:** Youth will make amends for their crimes by repaying or restoring losses to victims and the community.
- **Learning Organization:** We value the importance of life long learning for employees and the youth in our care.
- **Respect:** All interactions are based upon caring and thoughtful consideration for basic human rights and dignity.
- **Youth Development:** promote positive lifestyle changes and law abiding behaviors through youth participation in treatment programs, education, and job skill development.
- **Family and Community Involvement:** Working in partnership with families, counties, and other community agencies to build positive youth competencies.
- **Individualized Treatment:** Interventions will be provided based on the individual and collective strengths and needs of each youth and family.
- **Successful Outcomes:** All services provided are designed to facilitate positive growth and development of the youth.
- **Integrity:** We believe in maintaining the utmost integrity and strive to always meet the highest of ethical standards.
- **Workforce:** Build, maintain and empower a diverse, competent and professional workforce.
- **Quest for Excellence:** Our Standards of Care shall be continuously improved upon by evaluating the effectiveness and efficiency of the services provided to the youth in our care and to promote sound juvenile correctional techniques, best practices, and research.

MY DAILY LIFE AT DYS

Facility Orientation Intake

When you arrive at a new DYS facility, you go through intake and orientation for that facility. This is where staff help you understand the rules, your responsibilities, rights, and privileges for your new facility. Some things are the same at all facilities, but other things can be a little different. This is why you should pay attention at each intake and orientation, even if you think you know the rules and how things work.

When you first get to your new facility, you will learn about:

1. Goals and services
2. The rules of conduct and possible consequences
3. All of the different buildings at the facility or units
4. How to talk to staff and who to talk to when certain problems arise
5. Daily activities

You also receive your clothing and personal hygiene items. After you get settled, you will have orientation that covers:

Student rights and expectations, family notification and involvement, facility emergency evacuation plans, juvenile classification, orientation to Comprehensive Case Management System, public defender information, access to medical, dental, optical and mental health, confidentiality guidelines, escape law, battery law, trafficking law, access to state ombudsman, zero tolerance for security threat group, sexual assault prevention and reporting. You will also be receiving orientation to policies, for example: code of conduct, reporting of child abuse, grievance process, tort claims for property loss, delivery of recreation and religious services, personal property, telephone privileges, telephone hotline information, searches, shakedown, and trust fund.

Schedule

Each facility has its own schedule to keep you busy during your wake hours; with school, programming, volunteer activities, recreation, etc. There will be different schedules for weekdays, weekends, and holidays, but you will always be busy with many different activities.

Personal Items

DYS gives you all the basics, but you are allowed to have some personal items like religious books, family photographs, mail. You may also purchase items off of the Commissary as long as it is offered at your facility. Each facility may have a different process for Commissary. Commissary procedures will be reviewed with you during orientation at your receiving facility. Staff at each facility will let you know what you can order off of the Commissary or what personal items you can have.

Contraband

Contraband is anything you are not allowed to have. If what you have is not allowed at the facility then it is contraband. If what you have is allowed at the facility but is not assigned to you or you have too much of something you are not suppose to have it is also contraband. Here are some examples of contraband: drugs, alcohol, weapons, Security Threat Group material, and things to make tattoos with. All contraband that is discovered will be taken from you. You can also be given a conduct report for having anything that is contraband.

Personal Hygiene

The DYS will give you soap, shampoo, toothpaste, toothbrushes, deodorant, and shaving products. You will also have the opportunity weekly to order Commissary items that are not state issued if your facility offers Commissary. You will also be provided with practice of good hygiene skills such as daily showers, good dental care, and the ability to get your hair cut. You will be given clean bedding and sheets that are washed regularly.

Dress Code and Appearance

DYS provides all of your clothes and shoes. You can order some items, especially shoes off of the Commissary if your facility offers Commissary. You could have different clothes depending on what unit/program you are in. You will get clothes for recreation for example, shorts, or sweats. Clothing will be clean, fit properly and appropriate for the activity. Your hair must be worn neatly cut, clean and well groomed. Boys must be clean shaven.

Mail

You can receive mail and send out letters. All of incoming and outgoing mail will be inspected. You can buy postage off of the commissary, if your facility offers it. You will be given the opportunity to send out two letters a month according to facility procedure provided by the facility.

What is JPAY

JPAY is a service provided to families of incarcerated individuals that will provide money transfers, email and video visitation services. JPAY services are not offered at each facility, you will be provided information about JPAY during facility orientation.

Family Involvement

We want your family to be a part of your treatment. They are encouraged to participate in treatment teams, family sessions or case conferences.

If your parents/guardians do not speak English, DYS can have information translated for them. DYS will also make arrangements to translate material to other languages if needed. Let staff know if your parents do not speak English.

Phone Use

Each facility has telephones that you can use to call your families, unless you have earned restrictions from the phone due to conduct. You will be given a Personal Identification Number (PIN) to use when you make telephone calls. You are not to let anyone else know or use your PIN. You need to remember that the cost of your telephone calls can cost a lot so you need to think about that before allowing someone to use your PIN number. Your calls will be monitored and recorded. During your call you will hear a voice saying that the call is from a correctional facility and the call may be monitored and recorded. Each facility may offer your families to purchase telephone pre-paid cards for making calls, you will have to check with your facility.

Visitation

Regular visitation happens during the week and the weekends. Your facility will have the schedule of visitation hours. You are allowed to spend time with your family that is on your approved visitation list because it is important to your success. Your parents will get a copy of the visitation rules, guidelines, etc. If there is an emergency at the facility, visitation could be suspended until everyone is safe. If your family can't afford to visit you, there are some volunteer services or reduced rate services that can assist. You will have to check with your facility.

You are allowed to have visits from your attorney and personal minister, pastor or religious counselor as long as they have contacted the facility to make arrangements.

You have the right to refuse visitors.



Student Council

DYS is working to have Student Councils at every facility. The student council will be made up of students who represent their peers. The student council can as a group bring up concerns, suggest ways to improve the facility, recommend new programs, incentives and communicate ideas.

Food and Nutrition

You get three meals a day and a snack every evening. The food you eat will be part of a well balanced diet and will be prepared in a sanitary way. If your doctor says so, you will get a medical diet. Every year, contract meal provider will send out a survey about the food in the facilities so that each of you can give opinions.

Medical Care

You will get appropriate and timely medical care in the facilities. You will get a physical, dental, mental health, and optical evaluation upon intake. You will also get any shots you need, including Hepatitis B and possibly a flu vaccine when available. You will get medical attention if you need it for anything that the doctors find.

Making a Sick Call Request

You can fill out a “Request for Health Care Services” form if you need to see any of the doctors including mental health staff. If it is an emergency and you cannot wait, you just need to tell your staff member and they will contact medical. If you receive medication you will be given the medication according to the doctor’s orders. Never take any other student’s medication and do not “cheek” or hold your medication.

Money

You cannot have cash in a facility because you do not need it. Instead, you will have a trust fund account set up for money orders you might get from approved visitors list or money earned from facility. Cash is contraband. Your parents/guardians have been informed how to send money to your trust fund account.

Volunteers

DYS is fortunate to have caring volunteers at each facility who give their time and talent to help you and your family. Volunteer services range from religious services, AA/NA, musical talents and crafts, etc.

Religious Services

DYS allows you equal opportunity to practice, observe, and enrich your religious faith. Your chaplain/religious representative can help you with religious counseling, worship and learning about different religions if you want. Volunteers are also available to provide religious services.

Zero Tolerance for Sexual Abuse

PRISON RAPE ELIMINATION ACT (PREA)

The Division of Youth Services of the Indiana Department of Correction is committed to providing a safe and secure environment in which students can work on their individual needs and issues and successfully return to their community. The Division of Youth Services adheres to a zero tolerance policy for any and all sexual activity at all facilities within the Division. If you have been sexually assaulted **REPORT THE ATTACK IMMEDIATELY TO ANY STAFF**. The longer you wait to report the attack the more difficult it is to obtain the evidence necessary for a criminal and or administrative investigation. You will be seen by medical immediately. Do not shower, brush your teeth, use the restroom or change your clothes you could destroy evidence. To support this commitment the Division of Youth Services has implemented several reporting methods for students and families in case of a sexual incident:

- The Division of Youth Services has placed at every facility a student reporting system call the “Pound 22 System”. A student can pick up any unit phone and dial # 22 and report sexual abuse or misconduct. All reports are taken seriously and investigated thoroughly. Students are encouraged to use this system to report sexual abuse issues or any issues or concerns they may have.
- All Division of Youth Services Staff receive PREA training and are ready to respond to any and all reports of sexual misconduct or abuse. All staff members are trained to respond immediately and report all incidents of sexual abuse or misconduct. Students reporting sexual abuse or misconduct will be free of any staff reprisals and will not have the report affect them negatively in any way.

- The Division of Youth Services has a grievance system at each facility. Students who do not feel comfortable using #22 or telling staff can use a grievance to identify sexual misconduct or abuse and submit the grievance into a confidential and secure location within the facility. All submitted grievances will be taken seriously and fully investigated.
- Students who do not feel comfortable talking to staff or using the other reporting methods to report sexual abuse or misconduct can tell their family or community caseworker who can then forward the information to the Division of Youth Services for follow up. The Division of Youth Services takes all reports from outside agencies or entities very seriously and will investigate the claims thoroughly.

Keep Healthy Boundaries

You can reduce your risk of being sexually abused or assaulted by keeping healthy boundaries. Some sexual predators are good at what is called “grooming”. This is where they try to break down normal, healthy boundaries so they can take advantage of you.

- Don’t ask for or accept favors or gifts that are against the rules
- Do not have inappropriate conversations with other youth or staff
- Avoid anyone who is overly complimentary of you, tries to get you alone or wants to share inappropriate secrets
- Report anyone who threatens you
- Report anyone who has a pattern of touching you too much
- Report anyone who develops a pattern of looking at you in a way that causes you to feel uncomfortable

Incentive Reward/Token Economy Program

Each facility with the exception of Logansport Intake Facility, has an incentive reward/token economy program. You have the opportunity to earn points and then use your points for rewards. Each facility has rewards that you can earn daily and weekly. Students are reinforced positively for displaying appropriate pro-social behaviors, good decision making skills and meeting the requirements of the target behaviors. The target behaviors are: Respect for Staff, Follows Facility Expectations and Respect for Peers. Each of you shall be evaluated hourly on each target behavior on every shift. You will begin earning points at 5:00 a.m. and will receive points until 11:00 p.m. Each day brings the potential for you to earn up to 54 points. Once points are earned, they cannot be taken away from you. The officers will be completing your point sheets for Token Economy and will be reviewing with you at the end of every shift how many points you earned for their shift.

Students at Camp Summit will follow the Camp Summit Incentive/Reward Program.



Projected Program Completion Date (PPCD)

Each facility will set out guidelines to establish a Projected Program Completion Date (PPCD) for you in order to provide clear program and target goals. Your PPCD is directly affected by your daily points, program compliance, behavior and demonstrating a good faith effort to participate in all required educational and treatment programs as well as any other assigned activities. These dates can be positively or negatively effected by your progress.

My Basic Rights

Just because you are in DYS it doesn't mean that you lose all of your rights. At DYS, you have the basic rights listed here. There are some limits to your rights, to ensure that everyone is safe and to ensure that you are getting the best treatment.

1. The right to be treated respectfully and fairly.
2. The right to be informed of rules that apply to your stay at this facility
3. The right to not be subjected to corporal punishment, harassment, intimidation, threats, harmful assault or humiliation.
4. The right to be supervised by trained staff and/or trained volunteers.
5. The right to not have the loss of meals, sleep, showers, mail, or legal representation used as a form of discipline.
6. The right to not be discriminated against because of race, religion, national origin or ancestry, color, creed, sex, handicap or political views and to have the same access as all students to all services, programs or assignment to housing or jobs.
7. The right to participate in religious services and counseling on a voluntary basis, subject only to the limitations necessary to maintain safety and security. You have the right to have access to clergy, spiritual advisors, publications and related services that allow you to adhere to your religious practices.
8. The right to nutritional meals, proper bedding and clean clothing, daily showers, toilet facilities, adequate lighting, proper ventilation for warmth and fresh air, and an overall safe environment maintained in compliance with state and local fire and safety laws and regulations.
9. The right to appropriate medical and dental treatment.
10. The right to have regular visits with family and to send and receive mail.
11. The right to have access to an attorney, if you do not have an attorney and feel there are grounds to test the legality of your commitment, you have the right to be represented by an attorney from the Public Defenders office.
12. The right to indoor and outdoor recreational opportunities and equipment.
13. The right to report any problems or complaints without fear of punishment.
14. The right to an education

Basic Responsibilities

1. You have the responsibility to follow the rules, procedures, schedules and directions of the staff during your time in DYS.
2. You have the responsibility of respecting others.
3. You have the responsibility to ask for medical or dental care when you need it. Just fill out a request for medical services.
4. You have the responsibility of maintaining appropriate personal hygiene.
5. You have the responsibility of helping to maintain a clean living environment at the facility.
6. You have the responsibility to be neatly groomed and appropriately dressed at all times.
7. You have the responsibility to participate in activities-school, education, recreation and treatment programs.

Moving Through DYS

1. Juvenile Court

The decision to send you to DYS was made by the juvenile court judge who handled your case. Most youth who are sent to DYS are given an Indeterminate Sentence, which means they are not given a specific number of years or days to spend in DYS. Some courts send youth to DYS with specific sentences. These are called Determinate Sentences. If you have a determinate sentence the court probably sent you to DYS instead of adult prison because the Judge believes you might benefit from treatment.

2. Orientation and Assessment

The first place you go in DYS is an orientation and assessment unit. For girls, it is the Madison Juvenile Correctional Facility and for boys it is the Logansport Juvenile Correctional Facility.

During orientation staff will work with you to figure out your strengths and needs so that we know the best way to help. Your medical, emotional, educational and psychological needs will be evaluated. DYS will also determine your risk to break the law and to commit very serious offenses. Some of these tests will be performed by medical staff and some will be questionnaires you complete, but others will be through interviews. You will be asked questions about you and your family that may be hard or embarrassing to answer. Be honest, staff are not here to judge you. They need to know this information to help you.

3. Placement at Treatment Facility

You will be classified to a general treatment facility during your stay at DYS. General Treatment Facilities are South Bend Juvenile Correctional Facility, Camp Summit Boot Camp, Logansport Juvenile Correctional Facility, Pendleton Juvenile Correctional Facility and Madison Juvenile Correctional Facility for girls.

Several issues are considered when making placement assignments. Primarily you are placed according to your individual needs. DYS also has a designated facility that will separate the younger youth from the older youth unless you have been adjudicated on a sex offense and you will be placed at Pendleton Juvenile Correctional Facility to participate in the Sex Offender Treatment and Education Program (STEP). The DYS is committed to protecting you from harm and separating older and younger students when possible. If you have a medical condition or your mental health concerns could also affect which facility you are placed at. You will receive a wristband with your name, DOC #, picture and other information about you. You are required to wear your wristband at all times for identification. Removing your wristband could result in a conduct report.

4. Facility Release Administrative Review Committee (ARC)

Each facility has an Administrative Review Committee (ARC) comprised of the Facility Head/Designee, and three other administrative designees one representing custody, education and treatment and any other members designated by Facility Head. During ARC you will discuss your treatment progress, educational accomplishments and facility conduct. The ARC committee will then make a determination on the approval from release, denial at this time or no action at this time to gather additional information. Those students who are denied will be given specific goals and objectives to meet and once completed they will be eligible for Release ARC again.

5. Community Supervision/Discharge

Students who are age 17.5 or older or are low or medium risk will be returned to the community as discharged or returned back to the court supervision through probation. Sentencing courts have the right to reassume jurisdiction on any of these students.

Students who are under 17.5 or classified as high or very high risk will be placed on community supervision. They will be supervised by a Parole Agent with the length of time varying by student progress. Identified Sex Offenders will all be returned on community supervision unless the sentencing court reassumes jurisdiction. All identified sex offenders except for low risk will be required to continue sex offender treatment once returned to the community.

6. Discharge/Successful Completion of Program

Students who follow all terms of community supervision will be discharged according to individual progress.



Treatment Program

You will have an Individual Growth Plan that will be developed along with your Projected Program Completion Date that will match your needs, risk level, and services needed. The foundation of the DYS program is The Balanced and Restorative Justice Model. The three goals of this approach are Accountability, Competency Development and Community Safety. The following are the levels that you will need to achieve as you progress through your program.

Orientation Level: a facility specific standardized orientation will be conducted within the first 24 hours of you arriving to the facility.

Growth Level 1: the primary purpose of this growth level is to acknowledge and educate you on what your problems are that brought you to DYS.

Growth Level 2: the primary purpose of this growth level is to promote an understanding of the problem areas of your lives and the effect of your decisions on others, the community, school and your goals.

Growth Level 3: the primary purpose of this growth level is to provide you opportunities to apply the knowledge and skills that you have learned in practicing these skills with staff and students.

Growth Level 4: the primary purpose of this growth level is to give you the opportunity to demonstrate the skills that you have learned throughout your program.

Re-Entry Level: the primary purpose of this level is to focus on relapse prevention and reconnecting to the community. This phase requires an approved promotion from the Administrative Review Committee.

Release Level: the last phase with a promotion approved by the Administrative Review Committee, the students treatment focus is on the aftercare and returning to the community.

Your Counselor is one of the most important people assigned to your case. He or she:

- Will help you plan your treatment
- Will help keep an eye on your progress and help you keep on track
- Will be the main DYS contact with you and your parents/guardians to keep them informed about your progress
- Will encourage your family to be involved in your treatment
- Will provide group and individual counseling
- Will help you decide the best way for you to be successful at home



Education

DYS facilities have accredited schools. That means the credits that you earn will count when you return home and go to school. You can also earn your GED or get your high school diploma in DYS. Some facilities have vocational classes for you to participate in. Staff will tell you what is available to you. During orientation, you will take tests to help DYS figure out where you are in school and whether you should be in Special Education.

Education is one of the few things in this world that can't be taken from you, stolen, lost or misplaced. And it is the best way to improve yourself and reach your dreams. Most of you are years behind in school or dropped and think why bother? The answer is simple- you can catch up and DYS will help. You don't have to be perfect and you don't have to do it all at once, but you can do it. Don't worry about impressing anyone or being embarrassed by setbacks. This is just about you and your choice to work hard and do it. Education is about progress not perfection. DYS can help you get your diploma or GED, or possibly a vocational skill.

Earning your GED (General Education Development) tests let people who aren't going to do a formal diploma prove they know the same things as someone who did.

There are five tests that you have to pass to earn your GED: Mathematics, Science, Social Studies, Writing Skills, and Interpreting Literature and Arts (Reading). If you don't pass the test you can re-take the test until you do. While you are in DYS you can take classes that will prepare you for this test.

Security and Control

Security and control are important to keep you and your peers safe. To do this, staff may conduct searches and use force if needed. You may also be temporarily separated from your peers and regular program.

Room Searches

This is when staff search your living area. It is better if you are there, but staff can do it while you are gone. These searches can be unannounced.

Strip Search

Staff can ask for this type of search after a visit, if you have been off grounds or if staff think you might have contraband. This search must be done in private because you have to take off your clothes.

Use of K-9's (Dogs) to Conduct Searches

Specially trained dogs (K-9's) are used to detect contraband and illegal narcotics. The dogs can search anywhere on DYS property, including your room and personal area.

Drug Testing

You may be tested for drugs and alcohol. These tests may happen regularly or randomly or if staff think that you have been using drugs or alcohol.

Use of Force

Staff may use force for the following reasons:

- Self protection from threat of physical harm
- Protection of others from threat of physical harm
- Prevention of self-inflicted injury
- Protection of property
- Prevention of escape or to cause the apprehension of a student
- When a student continues to passively resist/refuses to comply (move) after all appropriate verbal interventions have been exhausted and a supervisor has been notified and has approved the use of force.

There is physical restraints, mechanical restraints (handcuffs, black box, shackles) and OC Pepper Spray.

OC Pepper Spray

DYS has approved the use of Oleoresin Capsicum Spray (also known as pepper aerosol, pepper spray or OC) It will be used in situations where your behavior has justified force to be used. OC spray will only be deployed by staff that are trained in the use of this agent and in the proper decontamination of individuals exposed to it.

Segregation

All facilities have at least one segregation cell to temporarily remove youth who engage in certain dangerous or disruptive behaviors from the general population. Here are reasons that you could be sent to segregation:

- You are a serious and continuing escape risk
- You are a serious and immediate physical danger to others
- It is necessary to prevent substantial damage to property
- It is necessary to control behavior that disrupts programming
- You are likely to interfere with a pending or ongoing investigation

Code of Conduct

In addition to your basic expectations there are many other rules. All of the rules are important, but some violations of these rules are more serious than others. This is why they are listed as minor violations and major violations. If you commit any of them, no matter how serious, you can be disciplined. You can also be disciplined if you just try to break the rules or help someone else break them. Your discipline depends on the rule violation you committed.

You have due process rights before being disciplined. You also have the right to appeal, which means you can ask that any decision about you be changed if you do not agree with it. It doesn't mean it will be changed, just have someone else look into it and you can ask for a disciplinary appeal form.

Remember if you do something that is against the law you could be charged with a crime. DYS staff members report criminal activity.

MINOR VIOLATIONS

Making insulting, disrespectful, or derogatory remarks, gestures, or acts to or about any person.

Misrepresentation or lying to staff.

Careless misuse of any machinery, tools, equipment or property.

Horseplay: Wrestling, rough contact, or roughhousing between youths that rises to the level of an incident but is not considered assault by staff.

Out-of-place within the facility or a work study program.

Failure to follow facility guidelines and rules.

Arguing: involved in a heated discussion, staff is able to neutralize.

Loaning, borrowing, or trading any property without staff permission.

MINOR VIOLATION SANCTIONS

Verbal warning, discussion with staff/counselor.

Room confinement or Isolation (cooling off period) 15-60 minutes. Student must be visually checked every fifteen (15) minutes.

Extra work, not to exceed four (4) hours for a single rule violation and a maximum of four (4) hours extra work in a twenty-four hour period; and/or,

Loss of specified privileges - maximum of 24 hours.

Requiring a written page report and/or verbal report related to the behavior/violation followed by discussion with the staff member imposing the sanction.

Requiring a written and verbal apology to the person offended, followed by discussion with the person offended.

Contract for specific behavior change.

Student discussion with staff and peers.

Restitution.

Loss of one (1) off-grounds recreational activity.

MAJOR VIOLATIONS

CLASS A:

Assault:

Any instance in which a student or a staff member is involved in a physical conflict with another individual(s), even if no one is injured. Including any staff person, contractors and volunteers. This includes unprovoked and provoked attacks and sexual assaults. Distinctions should be made between assaults and fights where fights are defined as mutually instigated attacks.

Criminal Act:

Violation(s) of any state or federal law.

Fighting:

A mutually instigated assault between two or more students

Escape/Walk-Away/ AWOL:

Planning, attempting or succeeding to flee from custody or supervision of a facility, training school, detention center, from someone assigned to supervise the student, and the unlawful departure of a student from a facility or from custody while being transported, or failure to return to the facility while on leave.

Rioting:

Encouraging, directing, commanding, coercing or signaling one or more other persons to participate in a disturbance to facility order caused by a group of two or more students which creates a risk of injury to persons or property, participating in such a disturbance or remaining in a group where some members of the group are participating in such a disturbance.

Trafficking:

Engaging in trafficking (as defined in IC 35-44-3-9) with anyone who is not a student residing in the same facility.

Sexual Act with a Visitor:

Contact of a sexual nature by a student with a visitor including: contact between the penis and the vagina or the penis and the anus including penetration, however slight; contact between the mouth and the penis, vagina or anus; or, penetration of the anal or genital opening of a visitor by a hand, finger or other object. (Does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)

Sexual Act with Another Student:

Contact of a sexual nature by a student with another student including: contact between the penis and the vagina or the penis and the anus including penetration, however slight; contact between the mouth and the penis, vagina or anus; or, penetration of the anal or genital opening of another offender by a hand, finger or other object. (Does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)

Sexual Act with Staff:

Contact of a sexual nature by a student with a staff person including: contact between the penis and the vagina or the penis and the anus including penetration, however slight; contact between the mouth and the penis, vagina or anus; or, penetration of the anal or genital opening of a staff person by a hand, finger or other object. (Does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)

Threatening/Intimidating:

Committing an act (verbal or non verbal) which threatens or causes physical injury to another person.

Destruction of Property:

Willful or malicious destruction or damaging or altering state property or property of others.

Theft:

Possessing or taking of property belonging to others without owner's knowledge.

Fleeing/Resisting:

Fleeing or physically resisting a staff member in the performance of his/her duty.

Abusive Sexual Contact with Staff:

Contact of a sexual nature with a staff person which includes intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or buttocks of any person. (Does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)

Abusive Sexual Contact with Visitor:

Contact of a sexual nature with a visitor which includes intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or buttocks of any person. (Does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)

Abusive Sexual Contact with Another Student:

Contact of a sexual nature with another student which includes intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or buttocks of any person. (Does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)

Sexual Conduct:

Engaging in any of the following:

1. Sexual intercourse, as defined in these administrative procedures, with the consent of the other person.
2. Sexual contact, as defined in these administrative procedures with the consent of the other person.
3. Requesting, hiring or telling another person to have sexual intercourse or sexual contact.
4. Exposing his/her own intimate parts to another person for the purpose of sexual arousal or gratification.

5. Having contact with or performing acts with an animal that would be sexual intercourse or sexual contact if with another person.
6. Clutching, fondling or touching the student's own intimate parts for the sexual arousal of the student or others, whether clothed or unclothed, while observable by others.

CLASS B:

False Reporting:

Giving false/inaccurate information, which could be damaging to others or create a major disruption to the routine operations of the facility.

Failure to comply:

A student's refusal to obey facility rules or staff directions that results in an unsafe environment, and rises to the level of an incident.

**** An incident is defined as: an event or crisis that may compromise the safety and security of staff and students and requires staff response and written documentation.**

Contraband/Prohibited Property:

Any item(s) introduced or found in the facility, including improperly possessed drugs (whether illegal or legal) and weapons, that are expressly prohibited by those legally charged with the responsibility for the administration and/or operation of the facility.

MAJOR VIOLATION SANCTIONS

CLASS A:

Loss or limitation of privileges – not to exceed four (4) weeks maximum;

Segregation – three (3) days sanction for major conduct violation; not to exceed five (5) days total for multiple offenses.

Change in assignment or status;

Extra work, not to exceed four (4) hours for a single rule violation and a maximum of four (4) hours extra work in a twenty-four hour period; and/or,

Restitution.

Class B:

Loss or limitation of privileges – five (5) days maximum;

Segregation – None;

Change in assignment or status;

Extra work, not to exceed four (4) hours for a single rule violation and a maximum of four (4) hours extra work in a twenty-four hour period; and/or,

Restitution.

Reporting Safety and Security Concerns – Hotline #22

DYS is very concerned about your safety and security while in our facilities. For this reason, the Department has a special hotline telephone number that you can call if you have concerns about serious or life-threatening issues. You can go to any of the offender telephones and dial #22 to report any safety and security concerns.

Grievances

Anytime that you have a problem, incident or concern you may fill out a STUDENT GRIEVANCE FORM. You may first attempt to talk to staff to resolve your concern but you do not have to speak to anyone first. You may go straight to filing the grievance. There are forms available on all the units and other areas throughout the facility. If you do not understand how to complete the form, please ask any staff for help. After you complete the form place it in the confidential Grievance Box for the Grievance Specialist to pick it up.

Public Defender Access

Should you wish to contact the Public Defender, the address is:

Deputy Public Defender
One North Capitol, Suite 800
Indianapolis, IN 46204



Conclusion

We know that this time away from your family and friends is difficult. DYS staff will work hard with you to help you learn what you need in order to be successful at home, at school and in the community. Ultimately, though, the power to change is yours. You will have to make the decision to participate in treatment and take advantage of what DYS has to offer.

There are many people rooting for you- DYS staff know you have the potential to walk out the doors and do great things in your life. Your parents, volunteers, friends, brothers and sisters, grandparents, aunts, uncles all of you have someone who wants you to succeed.

As you progress through DYS you will have many choices. Right now, you have to decide what you will do with this opportunity. It's about your future and about looking ahead.

